



County of San Diego, Department of Planning and Land Use  
**REQUEST FOR HEARING TO CONTEST NOTICE  
AND ORDER TO ASSESS CIVIL PENALTIES**  
**CODE ENFORCEMENT DIVISION**

Name: \_\_\_\_\_ Case #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Assessor Parcel No: \_\_\_\_\_

Address of Violation: \_\_\_\_\_

**A REQUEST FOR A HEARING TO CONTEST A NOTICE AND ORDER TO ASSESS CIVIL PENALTIES  
MUST BE RECEIVED WITHIN FOURTEEN (14) CALENDAR DAYS FROM THE DATE THE NOTICE  
WAS SERVED. ONLY THE FOLLOWING ISSUES MAY BE CONTESTED:**

1. Whether the violation stated in the Order occurred;
2. Whether the person charged is responsible for the violation;
3. The dates when the violation occurred;
4. Whether the amount assessed for the violation is reasonable.

REASON(S) HEARING IS REQUESTED (attach separate sheet if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You are entitled to have legal representation at the hearing.

Will you have an attorney present? Yes ☐ No ☐ If yes, include the attorney name and telephone number. Name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Number of witnesses to appear at the hearing on your behalf: \_\_\_\_\_.

I declare under penalty of perjury that the foregoing statement and information provided by me is correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If this request is not received in a timely manner, you have waived your right to contest these issues. You will be notified of time, date and location of the hearing by first class mail. Please mail this form and 2 sets of supporting documentation (photos, permits, witness testimony, etc.) to:**

Department of Planning and Land Use  
5201 Ruffin Road, Suite B  
San Diego, CA 92123  
ATTN: Code Enforcement Division Chief

**For County Use Only**

Date Appeal Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Received Via: Mail Personal Delivery Other \_\_\_\_\_